

15 September 1981

MEMORANDUM FOR: Director of Training and Education

FROM:

Course Director

SUBJECT: End-of-Course Report: Orientation to
Automated Record Systems (OARS), 24-28 August 1981

1. In response to a requirement levied less than two months ago by the Office of Information Services (OIS), the first running of the Orientation to Automated Record Systems (OARS) course was held from 24-28 August 1981.

2. This course was designed to meet training requirements for the MI Career field. As such, it had to span the entire range from naivete to experienced system user. After consultation with OIS, five major objectives were built into the course:

- to understand computer systems;
- to learn how the Records Information System (TRIS) works;
- to learn the potential of computers to do other things;
- to learn about the problems of the Information Storage and Retrieval process; and
- to have hands-on experience at the computer terminals.

3. Students were selected by the MI Career service and they were registered through normal procedure. For this running, by mutual agreement, 15 students were selected to reflect all extremes and organizational units. It was agreed that future offerings would vary from 10-30 students. More will be said to this point in paragraph six, lessons learned.

4. Student response was enthusiastic. The scores from the course evaluations reflect the standard for a "mature" course rather than a trial running. The full ratings are to be found as Attachment 1. Generally, the students wanted more of everything.

5. As a part of this evaluation, a verbal post mortum was held. Several interesting ideas were developed which were not reflected in the numerical scores. These topics will be addressed before the next running in November:

Downgrade to UNCLASSIFIED
Upon Removal of Attachment

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25X1

a. [] (the co-director) and [] should visit the Records Center.

b. A large and a small registry should be visited - Commo, S&T, and NPIC all invited us to visit them.

c. Ask the guest speaker, who was liked by all, to include an in depth case study in addition to the current material in his presentation.

d. Minor corrections to the student coursebooks are needed.

e. Terminal drills might be more meaningful if there were a "scenario" or story problems behind each menu and query.

f. "Top Management" from OIS should make their interest known by being invited in to say a few words to open the course.

6. Specific lessons learned were:

25X1

a. It is not possible to train with three students per terminal. Since we now have only eleven terminals communicating with the [] Computer Center we should limit the size of the class from 11 (minimum) to 22 (maximum).

25X1

b. The last day exercise was specially useful to [] from ODP. He is in charge of the automated registry system and got some useful information from the registry exercise. We should be prepared to use that format on each sub-system of TRIS as it evolves.

25X1

c. There were minor difficulties in getting the [] Center connected to the OTE printer and the ISAS data base. These have been solved but because they are a daily problem each day this must be tested.

25X1

25X1

25X1

7. It is a rare event to develop a course of this length and complexity in two months with this degree of success. It could not have been done without special effort on the part of [] who was responsible for the exercises and [] who was responsible for the student notebook.

Attachments:

25X1

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- 1 - Roster []
- 2 - Coursebook w/schedule []
- 3 - Evaluations []

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